

Privacy Conditions: Membership Records held by our firm on behalf of Client Associations

1. Internal systems and staff practices applied by our firm to protect personal information entrusted to us are stringent, discreet, well developed and proven over many decades. This document outlines common practices by our office and our association clients in this regard, which may in some respects be unique to the association's ecosystem.
2. It is a legal requirement for associations to maintain records of their members and their representatives, present and past. These records will typically include names, address details and phone numbers to facilitate communications and transactions between an association and its members and past members.
3. Addresses and phone details of members held in formal membership registers will be used to communicate with members on issues that are within the scope and mandate of the association and for no other purpose. Address details are also used for delivery of financial notices, invoices and statements to members including telephonic follow ups.
4. Associations registered as a professional body in terms of legislation will additionally maintain records of prescribed demographical information and identity numbers for certain classes of members, which will be shared with the South African Qualifications Authority from time to time.
5. The names of members of an association, present and past, and their representatives are legally in the public domain and may be shared on the website of the association, reported on in the annual report of the association or may be used in communications with third parties or statutory bodies or for marketing purposes by the association.
6. Address, phone, and demographical information associated with members are held in strict confidence by VdW&Co, using suitable systems and agreements to protect such data, and are not shared with or sold to third parties or to other members or office bearers, unless required by order of a court, or other legal warrant.
7. Certain classes of members with commercial interests in the public or private sharing of their names and contact details for marketing purposes, will be accommodated by sharing of such information on open websites or other visible platforms of their chosen association.
8. Video recordings, slides and papers relating to presentations conducted by members at association events may be published to proceedings or digital platforms of the related association unless the association receives instruction to the contrary.
9. The names of persons attending association meetings are recorded and may be disclosed digitally or otherwise to others attending or sponsoring the meeting. Contact details or other personal information will not be shared in this regard.
10. Certain popular digital discussion systems used by associations to facilitate member interaction, exposes the phone numbers of participants to other participants. Members joining these groups agree to this level of sharing of personal information by joining such groups. Note that associations using these systems may not have full control over who joins these groups due to technical limitations.